

1 January 2000

Information Technology

Internet Operations

This regulation establishes policies and procedures for the setup, operation, and administration of Civil Air Patrol (CAP) internet sites and the associated capabilities and applications.

1. General. While not intended as a substitute for conventional communication methods, the Internet can be used to accomplish fast and economical communications that can aid CAP missions and provide information to the general public. To preserve the integrity of internet operations for CAP activities, this regulation is adopted.

2. Explanation of Terms. The following terms used through this section are defined and explained as follows:

a. **CAP Internet Operation.** Any activity operated or conducted through the Internet **if**: 1) such operations make use of a domain name registered or assigned to Civil Air Patrol, including, but not limited to, CAP.GOV or CAPNHQ.GOV or 2) use is made of the name "Civil Air Patrol" or its insignia, copyrights, emblems and badges, descriptive or designating marks and words used in carrying out its program which name and marks are specifically owned by Civil Air Patrol pursuant to 36 United States Code § 206.

b. **CAP.GOV Administrator (CGA).** The CGA shall be a CAP member assigned to either a wing or region headquarters. The CGA's duties are: 1) act as the administrative contact for CAP.GOV with the General Services Administration (GSA); 2) act as the technical and billing contact with the GSA, or, with the approval of the National Commander, the CGA may appoint one or more other persons to perform such duties and/or to act as assistants to the CGA; 3) be responsible for establishing a domain name server network for CAP.GOV; 4) be responsible to implement policies for the orderly use of CAP.GOV zone delegations in service to all echelons of CAP units. A new CGA may be appointed by the National Commander at any time.

c. **CAPNHQ.GOV Administrator.** This shall be a CAP employee assigned to CAPNHQ/MS. The CAPNHQ.GOV Administrator's duties are: 1) act as the administrative contact for CAPNHQ.GOV with the General Services Administration (GSA); 2) act as the technical and billing contact with the GSA, or, with the approval of the Executive Director, the CAPNHQ.GOV Administrator may appoint one or more other persons to perform such duties and/or to act as assistants to the CAPNHQ Administrator; 3) be responsible for establishing a domain name server network for CAPNHQ.GOV; 4) be responsible to implement policies for the orderly use of CAPNHQ.GOV zone delegations in service to National Headquarters and such other CAP echelons as CAP may opt to service through this domain. A new CAPNHQ.GOV Administrator may be appointed by the Executive Director at any time.

d. **Prohibited CAP Internet Operations.** The following acts shall be prohibited in CAP internet operations: 1) There shall be no use or distribution of any obscene, indecent, or offensive language or material that is defamatory, abusive, harassing, disrespectful or hateful. 2) There shall be no: a) use or distribution of junk mail, b) unauthorized advertising, c) communication that invades anyone's privacy, or encourages conduct that would constitute a criminal offense or gives rise to civil liability or that otherwise violates any local, state, national or international law or regulation d) communication that contains false statements about Civil Air Patrol or Civil Air Patrol employees or members., e) publication or distribution of any information that violates any copyright, trade name or trademark.

e. For the purposes of this section, "unauthorized advertising" shall **not** include the recognition of individuals or companies that have demonstrated financial or other support to the performance of CAP missions. Provided, however, when such recognition is extended or links or references to non-CAP sites is provided, a disclaimer, in no less than 12 pt type, shall be clearly displayed that provides: "LINKS OR REFERENCES TO INDIVIDUALS OR COMPANIES DOES NOT CONSTITUTE AN ENDORSEMENT OF ANY INFORMATION, PRODUCT OR SERVICE YOU MAY RECEIVE FROM SUCH SOURCES."

3. Enforcement. Civil Air Patrol reserves the right, but undertakes no duty, to enforce the provisions of this regulation. Such enforcement may, however, involve the appropriate unit commander, or designee: a) resolving the matter informally; and/or b) initiating disciplinary proceedings; and/or c) withdrawing approval for a particular CAP internet operation; and/or d) limiting access to a CAP internet operation to CAP members; and/or e) for a CAP internet operation conducted on equipment or a domain outside of CAP's immediate control, referring the matter to the CAP/NLO to recommend what informal and/or legal action should be taken which can be initiated with the approval of the National Board or the NEC or the National Commander.

4. Approval To Conduct CAP Internet Operation. CAP units presently involved with or desiring to be involved with a CAP internet operation must obtain approval for such operations as follows: a) for CAP.GOV domain delegations or any other CAP internet operations, approval must be provided by either the National Commander or the applicable region or wing commander or their designee. b) for CAPNHQ.GOV

domain delegations, approval must be provided by the CAP Executive Director, or designee.

5. Withdrawal of Approval. Approval to conduct a CAP internet operation may be withdrawn, at any time, as follows: a) for CAP.GOV domain delegations or other CAP internet operations, by either the National Commander or the appropriate region or wing commander or their designee; b) for CAPNHQ.GOV domain delegations, by the CAP Executive Director or designee; c.) any withdrawal of approval may be appealed to the next higher echelon commander (or NEC or National Board, if withdrawal is made by the Executive Director or National Commander) whose decision shall be final.

6. Identification. CAP internet operations involving web pages must set forth the name "Civil Air Patrol" and immediately thereafter identify the name of the sponsoring unit on the main page of the site. CAP internet operations involving e-mail, chat groups, bulletin boards, list-servers or similar communications must include the name of the person involved in the communication and, as applicable, their CAP rank or CAP position of employment.

7. Personal Information. Personal information regarding CAP members or employees, including but not limited to, social security number, residence address, date of birth, should only be made available through CAP internet operations to those individuals who have a specific need to have such information for official CAP business only. When this information is placed on a web server as part of a CAP internet operation, reasonable security, such as password access, should be implemented to protect the information. Such information when included in a CAP internet operation shall be accompanied by the following notice:

Warning: The information you are receiving is protected from interception or disclosure. Any person who intentionally distributes, reproduces or discloses its contents is subject to the penalties set forth in 18 United States Code Section 2511 and/or related state and federal laws of the United States.

8. Public Affairs Information. Unit public affairs officers shall be encouraged to participate in assisting with appropriate information disclosures through CAP internet operations. Likewise, CAP members should avoid using CAP internet operations to disseminate information that would normally be distributed through public affairs officers.

9. Information Protection. The Air Force has indicated that "computer viruses and other forms of malicious logic have plagued computers and networks for a number of years and we see no decrease in the future without the use of anti-viral software as a complement to heightened user awareness and skill in their prevention. No computer or network is immune." Likewise, CAP internet operations are not immune. Therefore, CAP units and members involved in CAP internet operations should, when feasible, use anti-viral software on a regular basis. To maximize security and stability of CAP Internet Operations, system administrators and developers should utilize, when feasible and appropriate, the latest software updates.

10. Chain-Of-Command. CAP internet operations are not a substitute for communications that customarily go through the chain-of-command. Therefore, in those instances when specific action is being requested, it is often appropriate for a CAP officer to refer a person to the appropriate person in the chain of command to initiate the handling of the inquiry. Before a CAP officer takes formal action on a message received through a CAP internet operation, consultation will first be taken with those in the chain of command to ensure that the information received is accurate and that those in the chain of command are fully informed and that the proposed action is appropriate.

11. Additional Information Technology (IT) Guidance. Additional IT guidance shall include 1) recommendations regarding methods and policies that might be adopted to enhance CAP internet operations and methods to best observe Internet and CAP standards as they evolve over time, including system redundancy and system and information protection 2) procedures to recommend persons who are both technically capable and dedicated to CAP's programs who could assist in the performance of the CGA's duties. When a CAP committee is addressing issues covered by this regulation, the CGA and CAPNHQ administrator shall be members of any such sub-committee for the limited purpose of addressing such issues.